



AGENDA

Human Resources Liaisons Meeting

Thursday, September 24, 2020

3:00 – 4:30 pm

Zoom Meeting

▪ **Welcome/Updates**

Liz Grimes

- Meeting called to order 3:00 pm
- Liz welcomed everyone and thanked them for attending.
- Liz gave an update on Community Service Leave from the Office of State Human Resources. They are allowing additional leave for two service-related events:
 - 1- Additional leave for State Employees to work at the election polls. Since the election polls are having a difficult time getting volunteers to help, the state is allowing up to 24 hrs for employees to work the election polls. This policy is only for working at the polls, not campaigning for candidates. Since workers may be entitled to compensation, state employees must complete a secondary employment form in order to receive this compensation. A written guide will be coming soon with more detailed information.
 - 2- Literacy, tutoring and mentoring programs through the schools – additional leave is being made available for state employees to help tutoring in the school systems. Additional information will be coming soon with further details.

▪ **Talent Acquisition**

Jennifer Coombs

- Graystone Advertising has gone live. They will work with the Assistant/Coordinators from the individual departments to post their position ads; therefore, the assistants must have a Purchasing card in order to pay for the postings. If you have questions, please reach out to the Talent Acquisition Team in HR or if it is for faculty issues, please reach out to the AARM team in Academic Affairs.
- Criminal background checks are now on the Castle Branch eVite system which is much more confidential and secure. Paper forms will no longer be accepted. Please contact Ivor Dikkers with any questions or concerns.
- The Search Reviewer and Hiring Official roles have now been removed from the PeopleAdmin system. Another new change is that all EHRA non-faculty positions now have a closing date and the priority consideration date has been discontinued. This was done to allow metrics to be calculated for time-to-recruit.
- I-9's are now being done remotely and HR is currently working on a form to be completed by the departments when planning to hire a large number of people. This will help the Talent Acquisition Team to make plans for completing I-9s in an efficient and timely manner.
- Open labs are now available for PeopleAdmin. Please visit the Dare2Learn website to register.

■ HRIS

Megan Keefe

- Megan reported that the new changes in PeopleAdmin have gone well. She has requested feedback from various users and it has been a good report. If anyone should have any questions, feel free to reach out to Megan and the HRIS team and they will be glad to help.
- October Payroll Deadline and ITS Maintenance Weekend: Sean Connolly shared the following dates:
 - Oct 16 – From Friday 10/16 at 5 pm until Monday 10/19 at 8 am, Banner will go through some major upgrades. During this down time, Banner as well as Seanet (i.e. timesheets, EPAF, etc) will be unavailable.
 - Oct 15 – Due to Banner being down the weekend of Oct 16, Thursday, 10/15 is the hard deadline for all FLAC and flat pay assignments to be entered and approved. We ask that all Business Managers & HR Liaisons communicate these deadlines to those in their departments who are responsible for carrying out these processes. Sean will soon be emailing out reminders concerning these important deadlines.
- Megan gave a demo of the new upcoming Telework & Flexible Work Schedule Docusign Form. The form is now out for a trial run with HR, Athletics and other departments. It will go live within the next 7 – 10 days (October) and should be a big asset for employees and their supervisors, in solidifying individual work schedules now and in the future.
- PeopleAdmin Webinar – Please visit the link below to see the latest changes in PA.

<https://web.microsoftstream.com/video/9bc241af-135e-453e-97b9-b237a73ba996>

- The Mobile App for PeopleAdmin is now live! It is much more intuitive, very mobile friendly and works well on tablets and all mobile devices.

■ Benefits/Comp & Class

Patti Hale

- Open Enrollment for the State Health Plan and NC Flex is Oct 15-Oct 31. Zoom meetings are being planned to explain and help those needing assistance. Emails have been sent to all employees giving these dates and further details.
- Student/Temp FFCRA – Students/hourly temps are eligible for FFCRA even though they are not leave earning. If a student wishes to claim this pay, they will need to contact Charlie Ducker to obtain a form. The form must be completed and submitted before the timesheet is turned in. For September, please record all COVID related illness hours as normal work hours. The new procedure is still being worked on, and once in place, will be retro back to the summer. **Please note that this policy does not apply to Federal Work Study students.**
- Reminder to submit FFCRA form prior to leave submission
- NC Flex Booklets were delivered yesterday to campus employees. It is also accessible on-line and you can find the link on the HR website.
- Kelly Kennedy reported that 425 flu shots were administered at the Flu Shot Clinic conducted on campus on Wednesday, 9/23. Everyone was pleased with the turn out.
- Patti introduced Sue Nicolosi, our newest member of the HR Comp & Class Team. Sue brings much knowledge and experience in this area and we are excited to have her.

▪ **Employee Leadership and Learning Engagement**

Molly Nece

- Employee Appreciation Week is next week (9/28 – 10/2) and HR has partnered with the campus community to offer many fun and informative workshops, training sessions, reference materials, fun games, etc. All the activities can be found on the Employee Appreciation Week website via D2L. Molly then shared the various available activities that help to explore topics such as wellness, mindfulness and even a few fun games that everyone can be a part of. Be sure to check it out and encourage your co-workers and colleagues to join in too!
- Eight Talent Development Signature Programs are now available to all employees but require an application for those interested in participating. The deadline to submit the application is Friday for the 7 programs.
- New Team Engagement Retreats – The ELLE Team is offering help to any department that is planning a retreat for their employees. Please contact any team member for further details.

▪ **Other Business**

Liz Grimes

Liz opened the floor for questions and announcements.

Our HR team encourages everyone to participate in Employee Appreciation Week. Please visit our website and try to sign up for at least one activity. Also encourage your co-workers and colleagues to do the same!

Meeting adjourned at 4:05

**Next Meeting, Thursday, November 19, 3-4:30 pm
Zoom Meeting**